



DEPARTMENT OF THE NAVY

Human Resources Service Center East

RESUME SELF-NOMINATION AND UPDATE REQUEST

Last Name, First Name, MI:	Social Security Number:	Contact Phone (Commercial & DSN, if applicable):
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Self-nomination and updating your current resume is quick and easy!

SELF-NOMINATION (Re-Using your Resume)

The self-nomination process allows you to apply to civilian jobs using your current resume on file. You may self-nominate for up to ten series/announcements and/or update your geographic preference(s) using this request. The following conditions **must** be met before you may use this form to self-nominate:

- ✓ The announcement must permit use of the self-nomination process. This information is located in the "How to Apply" instructions on the announcement.
- ✓ You already have an active resume on file with the Human Resources Service Center East (HRSC East). Your resume is considered active if it was received by the HRSC East up to or less than one year (12 months) ago.

If the above conditions are **not met**, self-nomination is not an option at this time and you should submit a complete resume in accordance with the announcement. If the above conditions are **met**, proceed to list the series/announcement number(s) and/or geographic preference(s) in the appropriate space below.

Series/Announcement Number(s)		Geographic Preference(s)	
1)	6)	1)	6)
2)	7)	2)	7)
3)	8)	3)	8)
4)	9)	4)	9)
5)	10)	5)	10)

UPDATING INFORMATION IN YOUR RESUME

IF you already have a resume on file with the Human Resources Service Center (HRSC), using this form to update it will save you time! **(NOTE: You may update any information identified below. Information not listed below requires submission of a new resume.)**

Work Phone (include area code):	Home Phone (include area code):
Mailing Address (Include Street, City, State and Zip Code)	
I wish to remove my resume from further consideration for ALL series/announcements and potential vacancies: <input type="checkbox"/>	
PRIVACY ACT INFORMATION. Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.	

TO SUBMIT THIS REQUEST: You may submit this information to the HRSC East by **(1)** e-mail to wantajob@east.hroc.navy.mil **(Note: Do not attach the form; submit the information in the body of the email); (2)** Fax to (757) 396-7809; or **(3)** Mail to Human Resources Service Center- East, Attn: Code 53C, Bldg. 17, Norfolk Naval Shipyard, Portsmouth, VA 23709-5000.